

MINUTES OF THE BOARD OF DIRECTORS' MEETING
HELD MAY 23, 1967

Present: Dr. Wood	Rev. Canon Berry	Mr. Schaefer
✓ Mr. Schein	Mrs. Keeney	Mrs. Warren
Miss Voigt	Mr. Merdinger	Mr. Connolly
Miss Duffy	Mr. Osborne	Mrs. Casey
Mr. Heckman	Mrs. Rosenberg	Mr. Kilduff

Dr. Wood introduced Mr. David Heckman, Personnel Supervisor of New Jersey Bell Telephone Company, newly elected Board Member. Mr. Garrett Connolly, also newly elected and the Director of the New Jersey College Fund was present prior to the meeting but because of a meeting conflict could not remain.

Minutes of the March Board Meeting were accepted as sent.

TREASURER'S REPORT

The Treasurer's Report was read by Dr. Wood, in the absence of Mr. Cooper. It showed four months Disbursements \$53,275.19, four months Receipts \$52,242.57, Disbursements in Excess of Receipts \$1,032.62. Cash balance in bank \$17,427.58.

AUDIT REPORT

Each member of the Board of Trustees present at the meeting was given a copy of the Audit Report, drawn up by Peat, Marwick, Mitchell & Co., which reflected the financial position of the agency as of December 31, 1966. All members of the Board not present at the meeting will be sent a copy of this Audit with these minutes.

Mr. Schaefer noted one correction which should be made in the Audit on "Summary of Investments". A typographical error states the Audit is December 31, 1967, it should read December 31, 1966.

NOMINATING COMMITTEE REPORT

At this point in the meeting, Rev. Canon Berry was asked to preside in the absence of Mr. Barlow, and accept the report of the Nominating Committee for election of Officers.

Rev. Canon Berry asked Mr. Osborne if he would present the slate of Officers. Mr. Osborne read the Nominating Committee report, as follows:

For reelection for two year term ending June 1969:

Dr. Francis A. Wood	President
Miss Virginia Voigt	Vice President
Mr. Bernard Schein	Vice President
Mr. Geo. A. S. Cooper	Treasurer

It was moved by Mr. Schein and seconded by Mr. Merdinger that the report of the Nominating Committee be accepted. It was unanimously approved.

BUILDING & OPERATIONS COMMITTEE

Mr. Merdinger reported the Building & Operations Committee had directed the Executive Secretary to gather estimates for paneling three offices still remaining unpaneled on the first floor, two offices on the second floor; paneling the stairway leading to the basement and repainting and cementing the right-hand wall rear of the basement.

It was the feeling of the Building & Operations Committee that once the estimates have been gathered, this work should be done, for in the long run, it is more economical than painting continually. No action was needed by the Board at this time.

INVESTMENT ADVISERS & FINANCE COMMITTEE

The Board was advised at a recent meeting of the Investment Advisers to the Finance Committee, the Investment Advisers had suggested the portfolio be changed as follows:

SELL

30 shares Borden
150 shares J. C. Penney
105 shares Standard Oil of N.J.
100 shares Union Carbide

BUY

100 shares Phillips Petroleum
100 shares Avon Products
100 shares Carrier Corp.
100 shares Consolidated Foods
100 shares Coca Cola
62 shares General Tel. & Tel.

At the direction of Mr. George Williams, Chairman of the Finance Committee, the Finance Committee members were polled and they approved the recommendations suggested by the Investment Advisers with the exception of Mr. Schaefer.

The Board of Trustees was also informed that 18,000 U. S. Treasury Bills will not mature until June 15th. At that time this money can be re-invested in stocks.

In regard to the stocks suggested for sale, there will be approximately \$23,000 available immediately for re-investment. It was the considered opinion of the Investment Advisers and later approved by the Finance Committee members, who noted their order of purchase, that Phillips Petroleum receive priority, with Avon Products second, Coca Cola third, General Tel. & Tel. fourth and Carrier Corporation fifth.

In reviewing the suggestions made by the Investment Advisers, Mrs. Warren asked why Zerex and other real growth stocks were not considered for purchase. Both Mr. Schaefer and Mr. Osburne were of the opinion other stocks could be purchased by the Bureau that were more aggressive than some of the ones proposed. Mr. Osburne felt some high class stocks, with minimum risk, could be purchased, other than some of the stocks suggested.

It was Mr. Schaefer's contention the Board and the Finance Committee should consider investing at least 10% of the portfolio in aggressive issues that were new and have as much stability as some of the old blue chip stocks today. It was the feeling of Mr. Schaefer the Finance Committee should be bold and aggressive in its approach.

After much discussion, it was the consensus of the Board that through the members of the Finance Committee present at the meeting, Mr. Merdinger and Mr. Schaefer, they convey to the Finance Committee it should consider such action, before June 15th, when the U. S. Treasury Bills mature, and a meeting of the Finance Committee take place to re-invest this money in more aggressive and growth stocks.

However, with the \$23,000 accruing from selling the stocks mentioned, the Trustees felt the suggestions of the Investment Advisers, later approved by the Finance Committee, should prevail in purchasing stocks up to this amount.

CASE COMMITTEE REPORT

Mr. Schein reported the Case Committee met on May 9th and discussed two new programs, both of which were given to each Trustee present (the Trustees who were absent will be sent copies) entitled CEP (Concentrated Employment Program) and a proposal to the Newark Board of Education under Title 1 of Public Law 89-10.

CEP involves the Family Service Bureau in a project under the Man-Power Development and Training Administration, to train and lead discussion groups of applicants in this program who are unemployed and under-employed. For participation in this project, a budget has been drawn for \$100,000.

In the proposal sent to the Newark Board of Education under Title 1, it covers 63 schools and will be a parent discussion group endeavor by the Bureau and calls for a budget of \$128,000.

In order to be involved in these programs, it was necessary for the Case Committee to recommend to the Personnel Policies Committee changes in our present Personnel Policies be made to meet the requirements of employment necessary in the CEP program and the extension of office hours needed in both projects.

He also indicated Guidelines for Family Casework Services had just recently been received from F.S.A.A. The setting up of committees of Board and Staff to study these policies was discussed and Board Members assignment to committees to incorporate these guidelines into Family Service Bureau operations.

The report of the Case Committee was unanimously approved and a copy of the complete minutes is on file at the office.

PERSONNEL POLICIES COMMITTEE

On the recommendation of the Case Committee, the Personnel Policies Committee met in joint session with the Long Range Planning Committee. The Personnel Policies Committee recommended a change within our Personnel policies. The committee added a paragraph reflecting the hiring of individuals now referred to as casework aides, who hereafter shall be referred to as Family Service Bureau representatives. The Job Description of this category is hereby made a part of these minutes:

FAMILY SERVICE BUREAU REPRESENTATIVE

The Family Service Bureau representative will come directly from the community serviced by the Family Service Bureau and will be individuals with an educational background to equip them to read, write and understand instructional material. Formal education is not a requirement for the employment of Family Service Bureau representatives. However, good verbal communication skills, particularly the ability to speak so that others will listen and understand will be essential. The ability to work under supervision and independently of it, together with the ingenuity to devise appropriate alternatives and varying approaches to problems will be a characteristic of the Family Service Bureau representative. The Family Service Bureau representative should have the ability to follow plans and accomplish tasks according to schedule, and finally have the capacity to tolerate frustration in reaching immediate goals.

The Family Service Bureau representative will work closely with the professional staff of the agency in making them aware of areas where the professional services of the Bureau may be extended on a neighborhood level and in the interest of better family living. The Family Service Bureau representative will also work closely with families on neighborhood level to make them aware of professional services available to them by the established agencies within the community. The Family Service Bureau representative's main responsibility will be to work in assigned areas, getting to know the families and individuals within it.

Also the Personnel Policies Committee recommended the following change as it affects our present office hours:

Wherever and whenever necessary, the hours of work will be extended beyond the 5 p.m. closing time and will be open in the evening, Monday through Thursday, until 10 p.m. Staff which works after 5 p.m. will not necessarily be from the permanent staff and may be part-time professional and clerical people hired for these open hours. However, permanent staff which works beyond the normal closing time, will be paid on the basis of an hourly rate equal to the annual salary being paid to them at the time.

If additional hours are necessary between Thursday and Monday, the agency will extend such hours to Friday evening until 10 p.m. and Saturday morning from 9 a.m. to 1 p.m.

After discussion, it was moved by Mrs. Rosenberg and seconded by Miss Voigt that the recommendations of the Personnel Policies Committee be adopted. Unanimously approved.

LONG RANGE PLANNING COMMITTEE

In the absence of Mr. Hardin, Dr. Wood read a statement by the Long Range Planning Committee which is as follows:

The Long Range Planning Committee, in reviewing the projects CEP, Public Law 89-10, stated: 1) there was no alternative for Family Service Bureau but to be involved; and 2) it was desirable and so long as it is government sponsored and relates to government endorsed

projects, there is public need for the agency to cooperate. It was also stated that it is the responsibility of the Executive Director, who knows the philosophy of the Board, to take leadership in the cooperation of the agency in such projects. It was also emphasized that the agency, however, maintain its separate existence.

It was moved by Miss Voigt, seconded by Mr. Schein and unanimously adopted.

OTHER BUSINESS

The Board was informed that all members of the Board of Trustees within the next two weeks will be assigned to committees dealing with the Guidelines of Family Casework, as mentioned by Mr. Schein in the Case Committee Report. The Trustees were asked if they would accept the assignments. They unanimously agreed.

It was also brought to the attention of the Trustees that meetings are being held with the United Community Corporation regarding a comprehensive narcotics program to which Mrs. Mary Fawcett, who is now working with the Mt. Carmel Guild on their program, has been appointed to serve on the interim planning committee to develop plans for the formation of a coordinated community attack on drug addiction. The name of the new group will be "Narcotics Council of Essex County". Participating agencies will be asked to name one or more members to a Board of Trustees. Board of Trustees will then elect an Executive Committee. Purpose of new agency is twofold:

- 1) To be an incorporated body to whom funds can be released either from a grant - or from sources now present in the community for the treatment of narcotics addiction.

(This means the possibility of receiving and dispersing \$500,000.00 in O.E.O. money, or the possibility of persuading the Essex County Freeholders to provide 25% of the money for such a program and the State the remaining 75% which can be done now if the Freeholders are willing.)

- 2) To operate as a coordinating group for the programs of all agencies in the community now working with addicts.

At this time it is necessary for the Family Service Bureau to appoint a member.

The Board unanimously approved appointing Mrs. Mary Fawcett as Family Service Bureau representative.

The next meeting of the Board of Trustees will be held on the 4th Thursday - June 22nd.

Edward V. Kilduff
Executive Secretary